

**Ashley Junior School**  
**FGB Meeting**  
**Wednesday 8<sup>th</sup> November, 2017 at 6.00 p.m.**

**Minutes**

**Present:**

Elizabeth Ward (EW) Chair	Partnership
Ian Rix (IR)	Headteacher
Daniel Barlow (DB)	Co-opted
James Rand (JR)	Co-opted
Tim Bradley (TB)	Local Authority
Naomi Hutchins (NH)	Parent
James Hutson (JH)	Parent
Rachel White (RW)	Partnership
Fiona Wood (FW)	Partnership
Norman Bullen (NB) Vice Chair	Partnership

**Apologies:**

Paul Cousins (PC)	Co-opted
Natasha Frisk (NF)	Co-opted
Isabelle Pennycock (IP)	Parent

**In Attendance:**

Lorraine Henville(LH)	Associate Member
Lindsay Ratcliffe	Local Authority Clerk

**Challenge**      **Support**      **Impact**      **Action**      **Meeting was quorate at all times**

Item		Action
1.	<b>Welcome &amp; Apologies:</b>	
	Chair welcomed all to the meeting. Apologies had been received from PC, NF and IP. It was noted that FW would be attending but had sent apologies as she would be arriving later	
2.	<b>Declaration of Pecuniary Interests:</b>	
	None declared.	
3/4	<b>Minutes/Matters Arising:</b>	
	Chair commented that colour coding the minutes is a useful addition enabling all to identify areas of challenge. Declaration of Pecuniary Interests: There are still some forms outstanding. 7. Chair informed the meeting that TS had resigned from the governing body due to professional and personal commitments. TB will take up the role of Chair to the Resources Committee. Committee membership must be reviewed. Governors were asked to consider joining the committees. 6.5 Brockenhurst College has verbally agreed they do not wish to claim their rights over the land.	<b>Clerk to follow up</b>

	<p>9. Ofsted Training completed 6<sup>th</sup> November, 2017. Information packs are available for any who were unable to attend.  Website Audit: There are still gaps.  <b>This was brought forward on the agenda as there was discussion at this time</b>  <b>8.5 Governor Zone:</b>  This lacks content and is not up to date.  Parents may find the website tricky to use.  Information included on the website is not consistent and much is out of date. PC was to offer a training session to staff, due to time and illness this has not been completed. It must be acted upon asap.  <b>PC to work on this. Clerk will ensure statutory requirements regarding governors has been completed.</b>  Premises: Rugby Club are paying £1000 this amount will be reviewed annually.</p>	
5	<p><b>Head teachers Report:</b></p>	
	<p>5.1 Self Evaluation:  Head Teacher’s Report to FGB was discussed( Appendix A). Evaluation overall was rated as Good. That there is an environment of mutual respect and tolerance was highlighted (<b>this was as a result of information taken from Pupil/Parent Questionnaire 2017</b>).  Governor enquired was the Good judgement based on current data and information. HT stated that it was based on current data.</p> <ul style="list-style-type: none"> <li>• <b>Moving forward there will be governors training relating to data including ASP and FFT. Additionally</b></li> <li>• <b>SENCO will share information regarding Language Link</b></li> <li>• <b>A CPOMS presentation to governors (CPOMS software application for schools to monitor Child Protection, Safeguarding, SEND, Attendance, Behaviour and Bullying).</b></li> </ul> <p><b>Governors questioned the abbreviation LA writers.</b> This was explained that it was lower attaining writers . HT explained measures used by teachers and support workers to help this group develop and progress.  <b>Enquiries were made about the new staff appointed.</b>  HT was positive about how they had settled: that they were showing dedication, using a variety of teaching strategies and seeking out support if necessary.  Quality of Teaching and learning and Assessment was discussed.  HT brought to the attention of the FGB that teachers had been observed, and good practice shared.  Moving forward the impact new resources, and of intervention will be monitored as well as progress of certain groups of children</p> <ul style="list-style-type: none"> <li>• Pupil Premium</li> <li>• High and Low Attainers</li> <li>• SEND</li> </ul> <p>Regarding Personal Development, Behaviour and Pupil Welfare:  Conduct within the school is good, the behaviour policy has been updated and all new staff are aware of the policy.  <b>Governors were concerned about behaviour in the playground.</b>  They were reassured when the zones for play were explained. This has resulted in a significant improvement in behaviour at play times.</p>	

A governor stated that the children he had meet at the Landscape meeting explained about the zones and were enthusiastic about them.

Governors also enquired about the pupil questionnaire. Some children stating they were concerned about safety in school.

HT confirmed that all of the children involved had been spoken to and the issue was about a gap in the fence and their concern that anybody could get onto the field. There have been no reports of individuals on the school premises during school time and quotations for a perimeter fence have been requested.

**Attendance was discussed.**

Currently attendance is satisfactory however PP students' attendance is lower. There is concern regarding persistent absenteeism. Procedures regarding attendance must be more robust.

A letter has been sent to parents regarding the importance of good attendance.

A governor stated that the letter was very strongly worded.

HT said this was necessary and that a staged response to absence was in place to allow action to be taken more quickly and to improve attendance, including contacting parents and carers at an earlier date and rewards in place for children with good and improved attendance.

A governor remarked that a father had taken a school to court over a schools refusal to authorise holidays. HT confirmed that holidays were not authorised and that 90% attendance at school throughout school career resulted in 2 years of missed education overall.

An enquiry was made about any extenuating circumstances for absence.

Medical reasons were seen as acceptable. For example some children have appointments due to conditions from which they suffer.

**Landscape Strategy Project Meeting had taken place earlier in the day.**

This was discussed.

A variety of interested individuals had attended:

- Parents
- Governors
- Pupils
- Woodland Trust
- National Park

Discussion was around the positive and negative aspects of the site.

Negative aspects were:

- Piece of land outside the library
- Entrance
- Patio area which is rarely used.

A further meeting to discuss what could be put into place will take place on 22<sup>nd</sup> November 2017 at 3.40.

**Questions were asked about the expected outcomes of these meetings, the practicalities and the availability of grants.**

There will be an action plan to develop the site

A governor who had been present at the meeting believed that Catherine Eldred, Landscape Architect, will ensure the action plan is practical. Grants may be available however application can be time consuming. A governor suggested that contacting the principle of Eaglewood could be useful as they have expertise in this area.

HT report was returned to:

	<p>Outcomes for pupils were discussed.  Historical Maths data will have an impact upon planning. It was acknowledged that a stronger focus upon Maths is necessary. By the end of Year 4 number facts and multiplication tables should be secure to allow pupils to develop and progress to higher order questions in Years 5 and 6.  A governor asked if there was any concern over teachers own knowledge of Maths?  HT stated that during observations teachers subject knowledge came across as good. It was noted that Maths is very specific and that there are fewer opportunities for cross curricular links.  A governor who marks SATs paper offered to come into school and to deliver a session with Year 6 on 'Stupid marks lost'.  HT then highlighted the previous Ofsted report recommendations:</p> <ul style="list-style-type: none"> <li>• Challenge for Higher Attainers can be evidenced with pupils meeting GDS in writing (results end of KS 2 2017) as well as the number in Y4 who are currently meeting GDS.</li> <li>• Opportunities for writing outside of English are evidenced in topic books.</li> </ul>	
<b>6.</b>	<b>Reports from Committees</b>	
	<p><b>6.1 Resources:</b>  <b>6.2 Curriculum:</b>  Minutes from each committee meeting had been circulated to all prior to the meeting. There were no queries.  An additional meeting will be held on 22<sup>nd</sup> November regarding the Budget Amendments.  <b>6.3 Chair : Resources Committee:</b>  Following the resignation of the Chair of the Resources Committee Tim Bradley will now take over as the new Chair.</p>	
<b>7.</b>	<b>Policies</b>	
	<p><b>7.1 Adoption of Hampshire Model Pay Policy</b>  It was noted that in the past the school had always adopted the policy. There was some discussion regarding that the acceptance of the policy would include accepting a 2% pay increase for teachers as well as the 1% increase for leadership responsibilities. This had not been included within the budget.  Governors voted unanimously to accept the Hampshire Pay Model.  <b>7.2 Safeguarding Training: Confirmation of Completion</b>  A document was produced to allow governors to sign confirming they had read and understood the Management of Safeguarding Information previously circulated.  It was noted that as TS has resigned another governor would need to complete Safer Recruitment training. There is at least one governor currently qualified, however it was considered prudent to have another trained governor.  There was some discussion regarding Online Safeguarding Training. All governors are happy to complete this training. The majority have completed this and training is up to date, however Chair requested that individuals be informed when this is due.</p>	<p>NB to enquire re: Training</p>



<b>9</b>	<b>Correspondence</b>	
	Email: Resignation TS (dealt within Items 3 / 4)	
<b>10</b>	<b>Data Presentation</b>	
	<b>Governors agreed a date to attend a data presentation</b> Thursday 23 <sup>rd</sup> November at 11.30 a.m.	
	<b>Meeting Closed at 7.45p.m.</b>	
	<b>Date of next Meeting : Wednesday 7<sup>th</sup> February at 6.00 p.m.</b>	
	<b>Minutes approved by:.....</b>  <b>Signature:.....</b>  <b>Position:.....</b>  <b>Date:.....</b>	